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Bureau of Special Education FY'13 Memo #23

Date: June 13, 2013

TO: Superintendents of Schools
Directors of Special Education
Business Administrators

FROM: Office of the Commissioner

Division of Instruction
Bureau of Special Education

RE: Grants Management System and "Carry Forward"

The New Hampshire Department of Education (NHDOE), Bureau of Special Education is providing clarification for the closing of the FY'13 grants in the Grants Management System (GMS).

The last date for district obligations is Friday, June 14, 2013. The date of June 14th allows districts to show usage of these funds in the current fiscal year. Submission for funds reimbursement must be made by September 30, 2013.

In order for the districts to have carry forward of funds to Fiscal Year 2014 the district must submit a final report to the NHDOE through GMS:

- Prepare a final report, indicate at the top of the report in line with Project number is "Final Report" with a box to check;
- When the NHDOE approves the Final Report in GMS this will allow the carry forward of unexpended funds to the new fiscal year.

When districts follow the above procedures it allows the NHDOE to provide the district carry forward in a timely manner.

Should you have questions, please contact Ralph Tilton: (603) 271-3839 / ralph.tilton@doe.nh.gov.

RT:BJR